



June 14, 2023
Position Announcement #23-07
Probation Receptionist

UNITED STATES DISTRICT COURT
Northern District of Illinois
U.S. PROBATION OFFICE

POSITION TITLE: Probation Receptionist

OPENS: June 28, 2023, **CLOSES:** July 7, 2023 (or until filled), Priority given to applications received July 12th by 5pm.

TYPE OF APPOINTMENT: Temporary Full-Time Which May Become Permanent

EMPLOYMENT TERM: Under this vacancy, the Probation Receptionist position is a temporary full-time position with an employment period of one year and a day. Temporary Indefinite positions may be extended; converted to permanent status; or converted to full time permanent status without further competition—subject to need and available funding.

NUMBER OF POSITIONS: One position.

LOCATION: Chicago, IL

AREA OF CONSIDERATION: Open to the public.

The Probation Office for the Northern District of Illinois serves 35 U.S. District Judges and 14 Magistrate Judges and covers 18 counties in northern Illinois. Our office is comprised of 100+ employees. The Probation Office headquarters is located at 230 South Dearborn, Suite 3400, Chicago, Illinois 60604. There are two divisional offices (Eastern, located in Chicago, IL and Western, located in Rockford, IL) and one satellite office (located in Lisle, Illinois).

Position:

- Answer incoming telephone calls, and route calls to appropriate staff member. Respond to routine inquiries and requests for information. Greet and direct in-person guests and visitors. Inform defendants and persons under supervision of initial “check-in” procedures and forms requiring completion.
- Perform data entry functions.
- Act as back-up for the mail duties; Receive, sort, distribute and process incoming/outgoing mail and packages, including daily court run.
- Scanning and uploading faxes, photos and documents.
- Prepare letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates, notes and dictation. Record chronological entries.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist staff with scanning, copying, filing stamping, and locating files and documents.
- Generate standard reports from databases and computerized systems. Track statistics and data.
- Other duties as assigned.

Salary:

The salary range for the Probation Receptionist is \$33,586-\$54,612. Actual salary is dependent upon qualifications.

Benefits:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Eleven (11) paid holidays per year.
- Mandatory participation in the federal retirement system and social security program.
- Thrift Savings Plan –Employer matching up to an additional 5% of employee contribution.
- Health, Dental and Vision Insurances
- Flexible Spending program for health and dependent care.
- Commuter reimbursement program.
- Group life insurance program.
- Possible participation in Federal Public Service Loan Forgiveness Program.
- Employee fitness center on-site.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

MINIMUM PROFESSIONAL QUALIFICATIONS:

High school diploma, or equivalent, and have at least one (1) year of general* clerical or office experience. Professional demeanor and easy to get along with others. Enthusiastic, energetic and self-motivated. Reliable and dependable (Monday to Friday, 8:30 AM to 5:00 PM). Exceptional customer service and office administrative skills. Basic proficiency with Microsoft Outlook, Word, PowerPoint and Excel. Excellent oral and written communication skills. Ability to operate common office equipment.

**General Experience is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position.*

PREFERRED PROFESSIONAL QUALIFICATIONS:

Two (2) years of general experience and one (1) year of specialized experience*. Bilingual, (English/Spanish) and prior experience handling multiple phone lines are a plus.

**Specialized Experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.*

APPLICATION PROCEDURE:

You may apply by submitting the following as a **single PDF document**:

- Cover letter and resume • Completed AO-78 (found on our website at http://www.ilnp.uscourts.gov/pdfs/AO_078.pdf)
- Copy of two most recent performance appraisals • This position requires you to complete the optional background information on the AO-78.

Complete applications should be submitted via e-mail to human_r_ilnp@ilnp.uscourts.gov by the closing date of this announcement. All application materials should be sent as a **single PDF document**. Please include the Position Announcement # and Position Title in the Subject line of the email. Save your document in the following format: **Last Name, First Name**. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

IMPORTANT NOTICE!

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Probation Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. If an exemption is requested, approval of the exemption is required before the candidate can start employment.

Only electronic submissions will be accepted. Applicants must be a citizen of the United States or eligible to work in the United States. All employees are required to adhere to the Code of Conduct for judicial employees. This position is subject to mandatory electronic funds transfer for payment of net pay. The U.S. Probation Office reserves the right to interview only those applicants who have demonstrated that they possess preferred qualifications. Due to the volume of applicants received, the probation office will contact only those applicants who will be interviewed.

The Probation Office reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER AND IS
COMMITTED TO A DIVERSE AND INCLUSIVE WORKFORCE.**